

Legal Name Change Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Academic Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name/Admissions Office],

I am writing to formally inform you of my legal name change. As of [Effective Date of Name Change], my name has changed from [Old Name] to [New Name]. This change is reflected in the attached legal documentation.

For your records, I kindly request that you update my name in all institutional records, including my academic transcripts and any other associated documents.

Thank you for your attention to this matter. If you require any further information or additional documentation, please do not hesitate to contact me.

Sincerely,

[Your Name] (formerly [Old Name])